

CORE SERVICE LIST

The Core Service List is filed for informational purposes only and is not a mechanism for adding creditors to a case. Please review Exhibit F, *Guidelines Establishing Case Management and Administrative Procedures for Cases Designated as Complex Chapter 11 Cases*. This document is found on our website under *General Information - Chapter 11 Initiative*.

- STEP 1** Choose **Bankruptcy** from main menu
- STEP 2** Choose **Misc Events** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Core Service List** from drop down list; click [NEXT]
- STEP 5** If this is a joint filing, place a check in the box; click [NEXT]. If this is not a joint filing, click [NEXT] to skip this screen
- STEP 6** Select the Party or click Add/Create New Party; click [NEXT]
- ☛ *TIP - If Add/Create New Party is selected, complete the Party Information screen and place a check in the box to create the attorney/party association on the following screen*
- STEP 7** Upload .pdf file and any attachments; click [NEXT]
- STEP 8** Confirm case name and number; click [NEXT]
- STEP 9** Docket text appears. Review for accuracy; modify if appropriate; click [NEXT]
- ☛ *TIP - Text of docket entry cannot be modified from this screen. If an error is made, abort the transaction and begin again.*
- STEP 10** *Notice of Electronic Filing* displays.